



Remuneration and Benefits Policy

Authority Source: Vice-Chancellor

Approval Date: 31/07/2023

Publication Date: 15/08/2023

Review Date: 30/07/2026

Effective Date: 15/08/2023

Custodian: Chief People Officer

Contact: ucpeople@canberra.edu.au

Accessibility: Public

Status: Published

In developing this policy the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

1. PURPOSE:

- 1.1. Our people are the drivers of our success. Our University is committed to building a community of outstanding leaders and collaborative teams who will support and deliver our University Strategy.
- 1.2. The University aims to provide a range of financial and non-financial benefits, that are nationally competitive, flexible and fair. They are designed to value, attract, retain and reward high performing employees and recognise employee contribution to achieving the University Strategy.

2. SCOPE:

- 2.1. This policy applies to all employees of the University of Canberra and is intended to operate in conjunction with other University policies and employment instruments which include the [University of Canberra Enterprise Agreement](#) (the Enterprise Agreement) and individual employment agreements.

3. PRINCIPLE:

- 3.1. Terms and conditions of employment with the University in relation to remuneration and benefits are based on the following principles:
 - 3.1.1. Remuneration, conditions of employment and benefits are externally competitive;
 - 3.1.2. Remuneration levels and conditions of employment are reviewed in accordance with the University's strategic and operational requirements and reflect the broader labour market and economic environment in which the University operates;
 - 3.1.3. The University consistently and proactively applies and promotes gender pay equity as a responsible Employer;
 - 3.1.4. The University provides flexibility that allows our Employees to achieve an effective work life balance;

- 3.1.5. Where possible, remuneration and benefit offerings will be sufficiently flexible to meet the needs of the individual and University;
- 3.1.6. Work value and position classification standards are recognised as the underlying elements for determining remuneration;
- 3.1.7. Our Employees are rewarded for their contribution to our success, through a variety of financial and non-financial benefits; and
- 3.1.8. The wellbeing of our Employees is reflected through the strength of our university community.

Remuneration Benefits

3.2. Salary

3.2.1. The *University of Canberra Enterprise Agreement* determines the salary arrangements for Employees. The University is committed to salary arrangements that remain externally competitive and financially sustainable for the University.

3.3. Superannuation

3.3.1. The University contributes superannuation for all non-casual Employees above the *Superannuation Guarantee (Administration) Act 1992* (Cth). In addition, the University provides the ability for Employees to make additional superannuation contributions.

3.4. Salary Packaging

3.4.1. Eligible Employees (including casual Employees) have access to salary packaging arrangements through the University's salary packaging provider, in addition to the ability to salary sacrifice on-campus parking and childcare.

3.5. Salary Advancement

3.5.1. The University provides salary advancement opportunities to recognise the ongoing development of skills, knowledge and experience of its Employees, including:

- 3.5.1.1. Annual incremental salary step progression (in accordance with the Enterprise Agreement)
- 3.5.1.2. High-Performance Allowance
- 3.5.1.3. Accelerated incremental advancement

Additional Benefits

3.6. Professional Development

3.6.1. The University provides a range of support for Professional Development of our Employees, including:

- 3.6.1.1. Outside Studies Program for Academic Employees
- 3.6.1.2. Study support and study leave
- 3.6.1.3. Access to a minimum of 40 hours of professional development per year (pro-rated) for both Academic and Professional Employees

3.7. Flexible Working Arrangements

3.7.1. The University recognises the value of flexibility in supporting improvements to work/life balance to enrich the employee experience. Such arrangements include:

- 3.7.1.1. Individual flexibility agreements
- 3.7.1.2. Job sharing

- 3.7.1.3. Part-time employment
- 3.7.1.4. Hybrid Working
- 3.7.1.5. Flextime and flexible working hours

3.8. Leave Provisions

3.8.1. The University provides Employees with industry leading leave benefits (calculated pro-rata) including:

- 3.8.1.1. Four (4) weeks annual recreational leave
- 3.8.1.2. Paid end of year close-down between Christmas until the first working day following 1 January
- 3.8.1.3. Progressive Parental Leave provisions, including up to 30 weeks paid leave
- 3.8.1.4. Aboriginal and Torres Strait Islander Cultural Leave of up to 10 days per year
- 3.8.1.5. Gender Affirmation Leave (60 days total)
- 3.8.1.6. Personal Leave provision of 20 days per year, accrued daily
- 3.8.1.7. Long Service Leave
- 3.8.1.8. Miscellaneous Leave
- 3.8.1.9. Leave Without Pay

3.9. Working Environment

3.9.1. The University is proud of its working environment that focuses on creating a vibrant community feel for our Employees, our students and our community. The University prides itself on creating a safe, social and engaged campus that allows our Employees to collaborate and thrive. In particular, the University has a focus on the wellness of our Employees, students and broader community through our on-campus facilities and services. This includes:

- 3.9.1.1. Access to Employee Assistance Program
- 3.9.1.2. On-site Medical and Counselling Centre
- 3.9.1.3. Access to corporate health insurance
- 3.9.1.4. Corporate health programs, including annual flu vaccination
- 3.9.1.5. Onsite gym and recreational facilities
- 3.9.1.6. Student-led and research-led community health facilities
- 3.9.1.7. On-site retail and hospital services, and University events

Salary Loadings

3.10. The University recognises that flexibility within our remuneration approach is required to attract and retain high performing employees. Managers may request additional remuneration and/or benefits for a nominee by providing the relevant delegate/s with;

- 3.10.1. A business case that outlines the reasons for consideration;
- 3.10.2. A full curriculum vitae of the nominee including qualifications, employment history and any other relevant information; and
- 3.10.3. Proposed additional remuneration and/or benefit sought coupled with the current remuneration package for the nominee.

3.11. A loading is provided for a fixed period of time above the base salary of the Employee.

3.12. Salary loadings are subject to annual salary increases and superannuation contributions provided

for by the industrial instrument or employment contract.

3.13. Salary loadings are position specific and must be renegotiated where the Employee is appointed to another position within the University.

3.14. Salary Loadings are paid whilst on approved paid leave and are paid on a pro-rata basis for part-time Employees.

Application	Criteria / Circumstance	Limits	Eligibility
Approvals are governed by the provisions of the Delegations of Authority Policy			
Above agreement allowances and Salary Loading	<ul style="list-style-type: none"> ○ Above agreement allowances and loadings specific to a position. ○ Paid whilst on approved leave. ○ Paid pro-rata for part-time Employees. 	For up to 2 years, or on review of performance.	Employees covered by the Enterprise Agreement and further defined in the Delegations of Authority Policy.
	Distinguished Professor recognition for current Professors who have: <ul style="list-style-type: none"> ○ Made an exceptional and sustained contribution to research and scholarship at the University; and ○ Through leadership, made a significant difference to the academic life of the institution. 	As per Distinguished Professors Policy.	
Market loading	<ul style="list-style-type: none"> ○ Attract and/or retain high performing employees who are either in high demand or short supply and have the expertise and experience required to assist the University to achieve its strategic objectives (including clinical requirements). ○ The labour market salary comparison is higher than the University remuneration framework. 	Up to 2 years	Employees covered by the Enterprise Agreement. Loading will be reviewed at the end of each loading end date.
Academic Leadership Loading	<ul style="list-style-type: none"> ○ Administrative loading for undertaking additional responsibilities for designated positions such as Associate Dean and Deputy Dean. 	Up to a maximum of 10% in addition to substantive base salary	Employees covered by the Enterprise Agreement.

Approval

3.15. A delegate may exercise their delegation to approve the provision of the benefits outlined above, in accordance with the University's [Delegations of Authority Policy](#).

4. LEGISLATION:

- 4.1. [Fair Work Act 2009 \(Cth\)](#)
- 4.2. [Superannuation Guarantee \(Administration\) Act 1992 \(Cth\)](#)

5. SUPPORTING INFORMATION:

- 5.1. [Delegations of Authority Policy](#)
- 5.2. [University of Canberra Enterprise Agreement](#)

6. DEFINITIONS:

Terms	Definitions
Employee	All persons who are employed by the University and to whom the University of Canberra Enterprise Agreement has application.